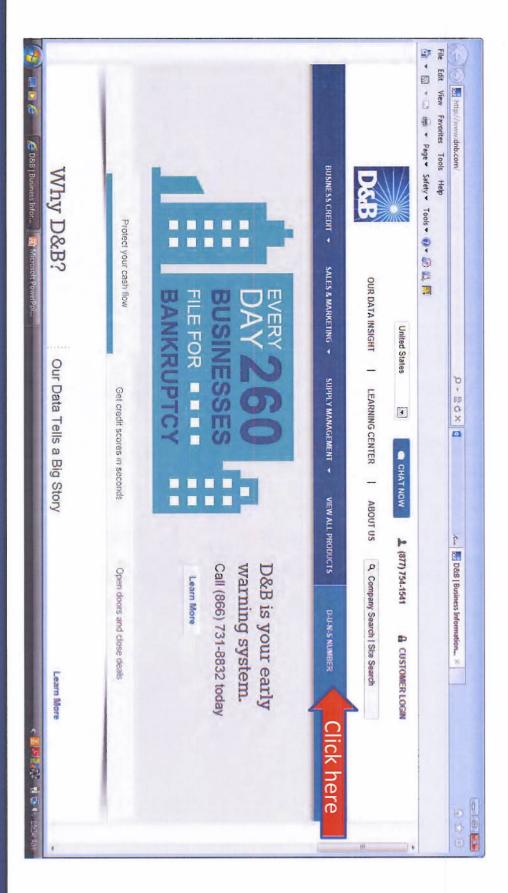
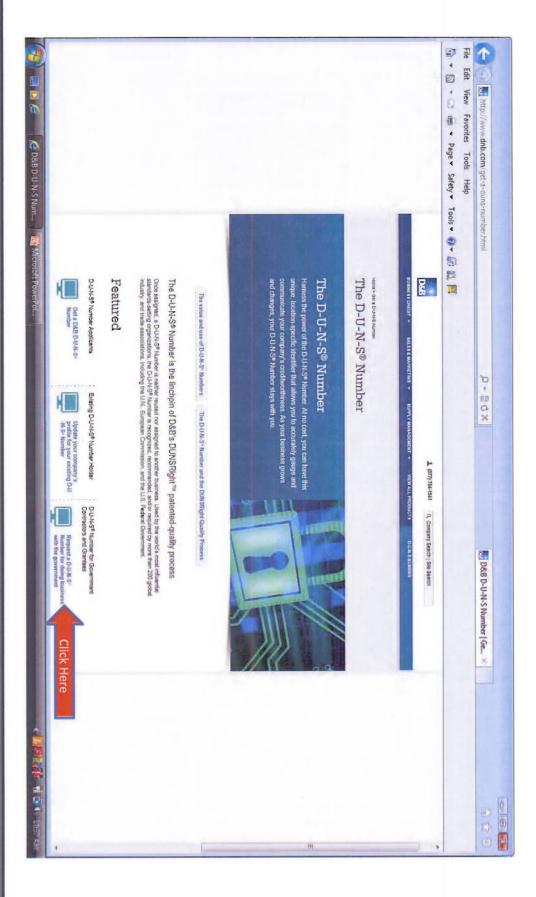


Contracts/Grants with the United How to enter a new Foreign States Federal Government registration in SAM to do

Before you can register in the SAM system you must first obtain a Go to www.dnb.com DUNS number.



At the bottom of the screen is a link to request a DUNS number for doing business with the government.



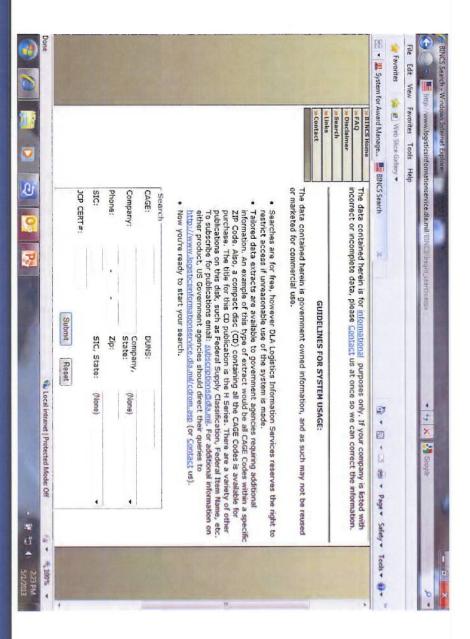


You must also obtain an NCAGE Code.

- You can request an NCAGE by following this link:
- http://www.dlis.dla.mil/forms/form_AC135.asp and follow the instructions to obtain an NCAGE.
- If you cannot submit this form via the Internet, you can country's NCB contact information can be found at: country where your organization is located. Your obtain an NCAGE Code by contacting the NCB of the

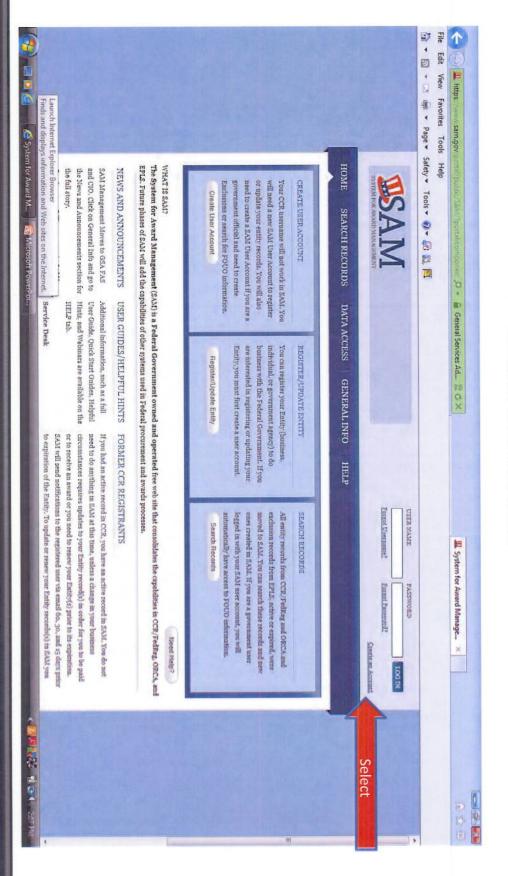
http://www.logisticsinformationservice.dla.mil/nato_poc.asp

You can confirm that your NCAGE information has been received send the information to BINCS. Your registration will not process by searching BINCS. Some country's may take several weeks to until the information has been received. http://www.dlis.dla.mil/BINCS/begin_search.aspx



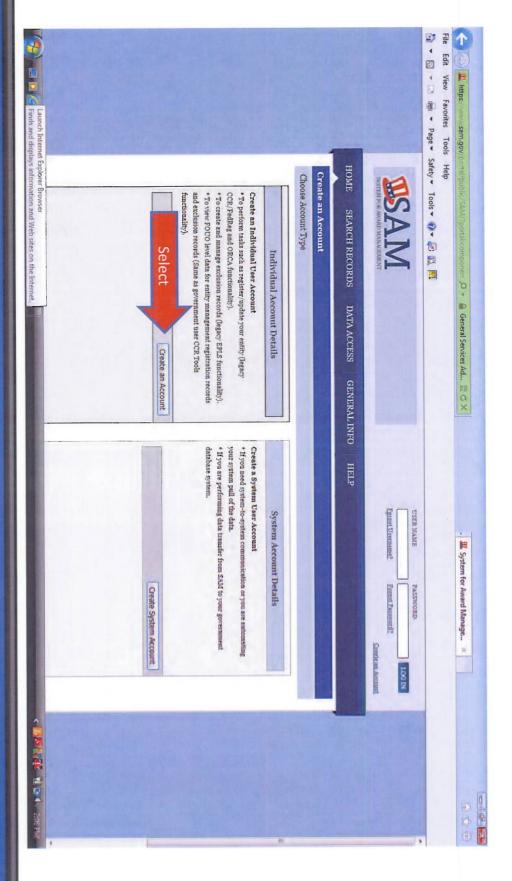


hours you can register this number in SAM. You will need to create an You will receive an email from D&B with your DUNS number. After 48 individual account in the SAM system. Go to www.sam.gov and click Create an Account.



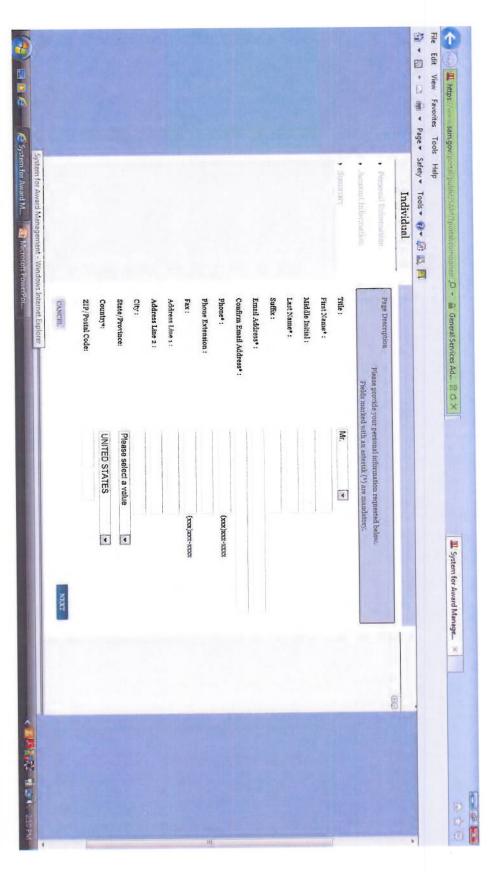


The account type you need is an Individual Account. Select Create an Account.

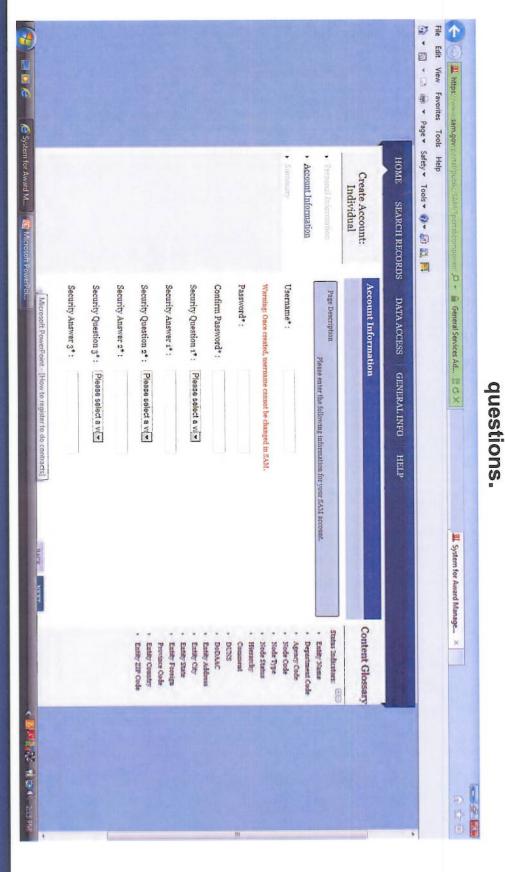


WARFIGHTER SUPPORT

You are required to enter your first name, last name, email address and phone number and country. The rest of the information is optional.

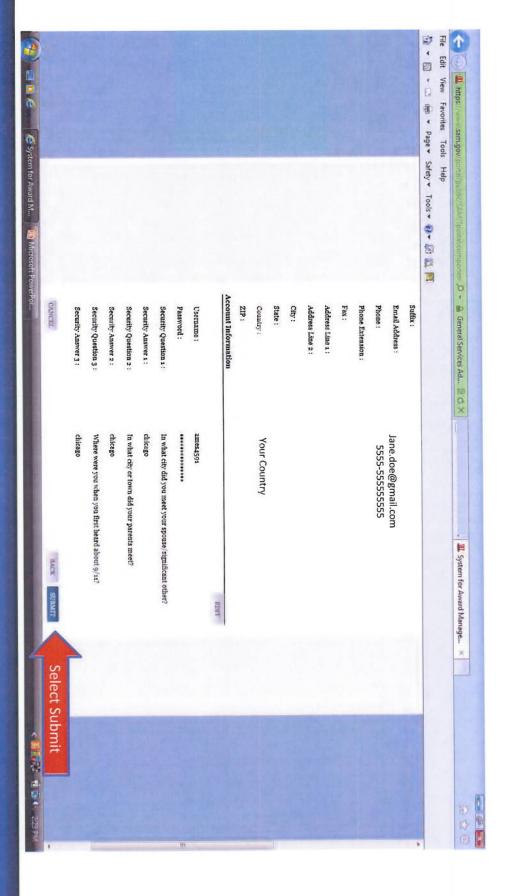


On this page you will create your unique Username. It must be at least 6 characters It must be at least 8 characters and contain at least one letter, one number and one in length. Once created it cannot be changed. Next you will create your password. special character (1@#\$%&*). Also on this page you will select 3 security



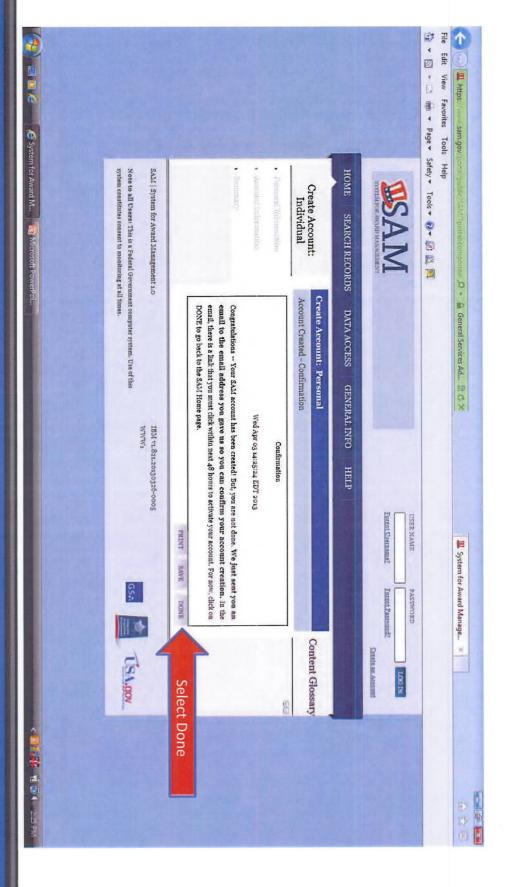


When you have verified that your account information is correct select submit at the bottom of the page.

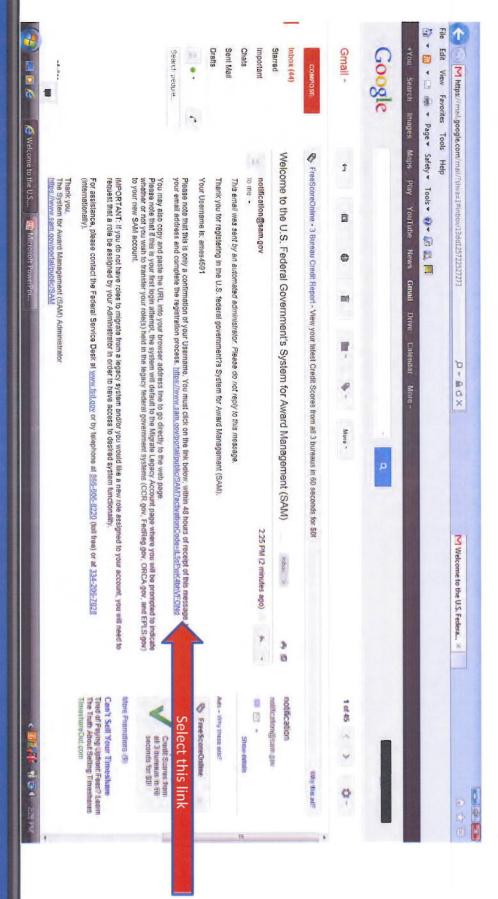




account and that you must now validate it by responding to the This page means that you have successfully created your user validation email. Select Done.

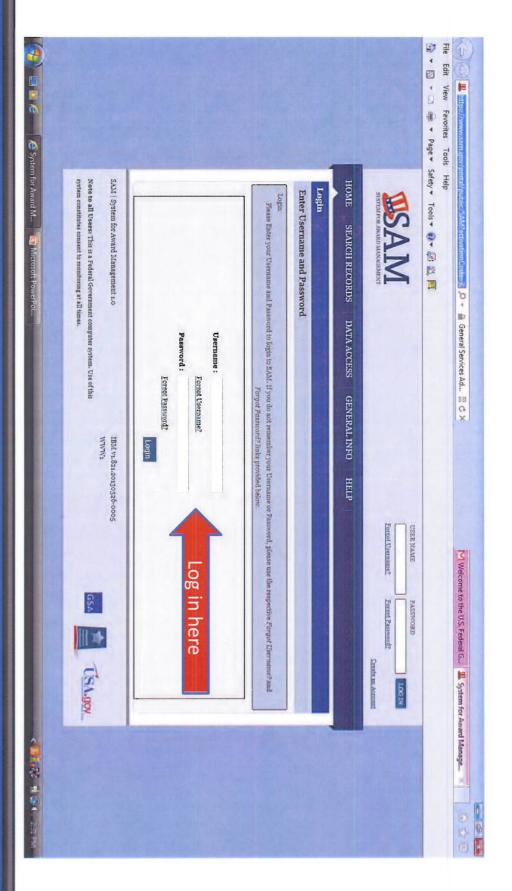


active you may copy and paste the address in your browser address line link is the first link in the email and may not be an active link. If it is not The validation email comes from notification@sam.gov. The activation

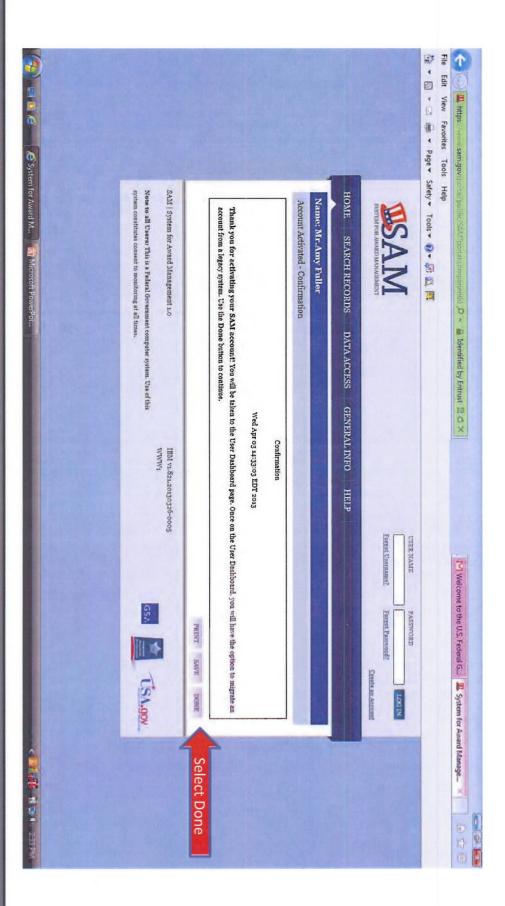




Log in to activate your user account.

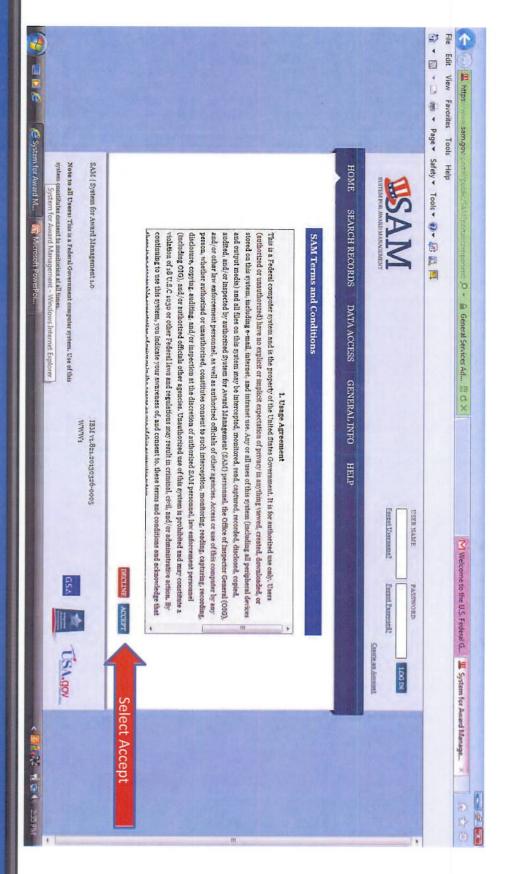


Once you select done on this page your account will be activated and you will be logged in to the SAM system.



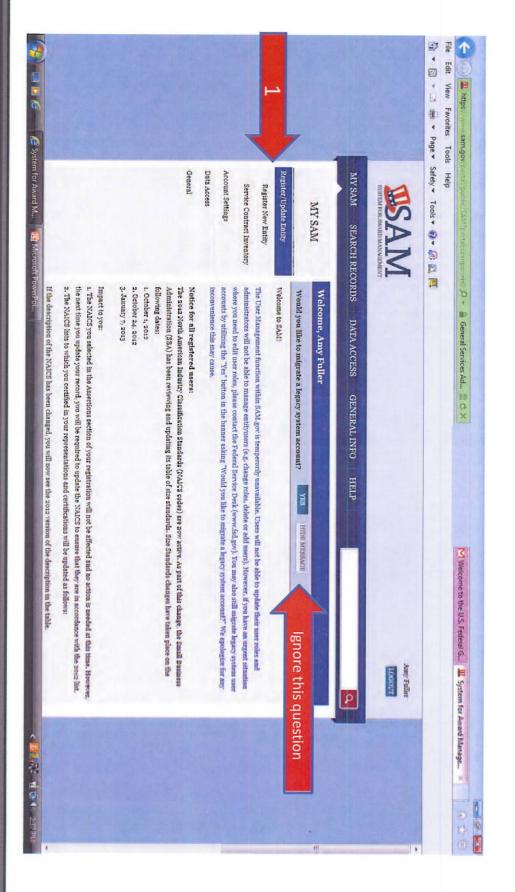


Each time you log in to SAM you will be required to Accept the Usage Agreement to continue.



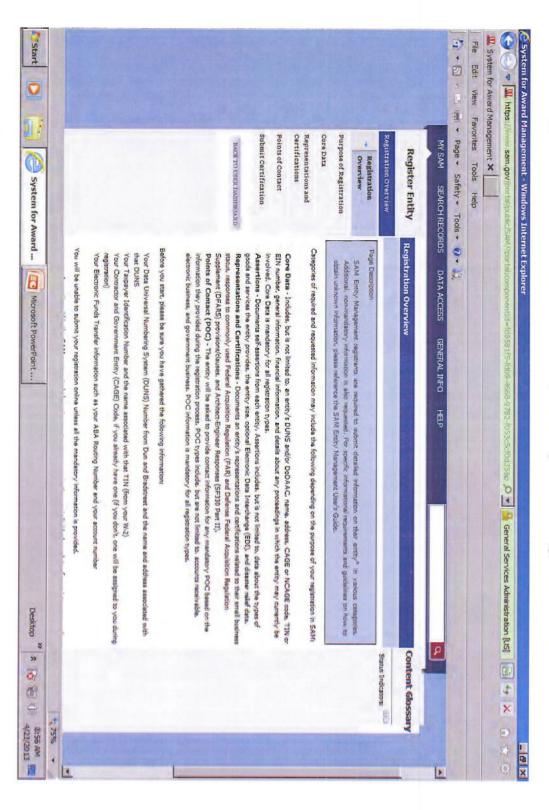


Since you are registering a new Entity in SAM you will not have anything to Migrate. Ignore this question and select Register/Update Entity (1) then Register New Entity.



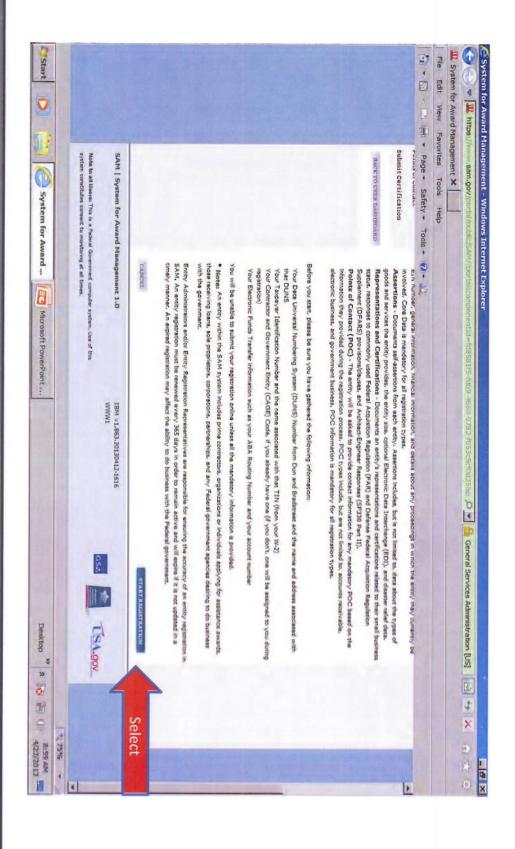
The F

The Registration Overview page describes the information that you will need to complete your registration.

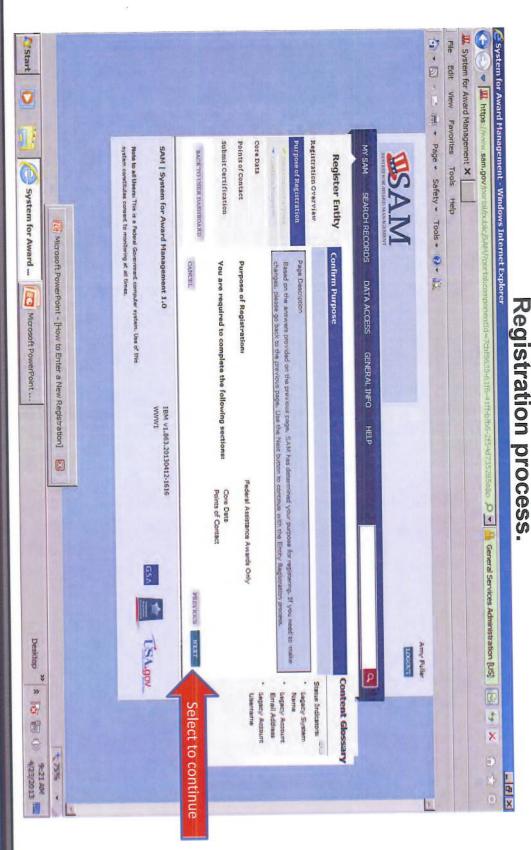




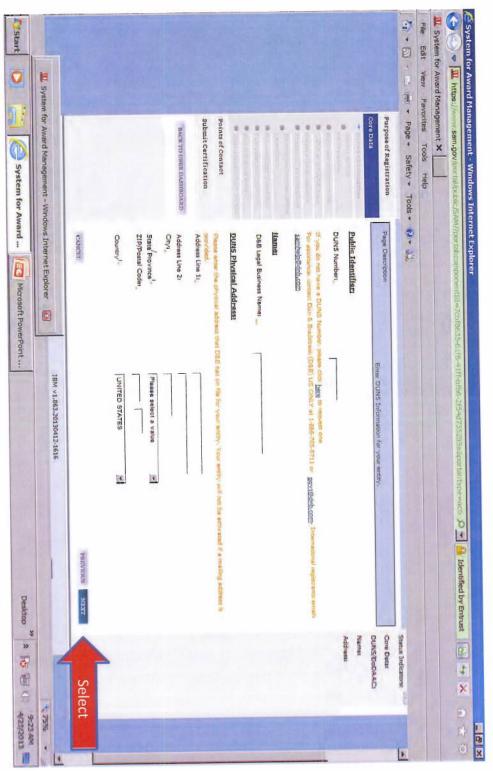
At the bottom of the Registration Overview page is the button to Start Registration. Select Start Registration.



Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity





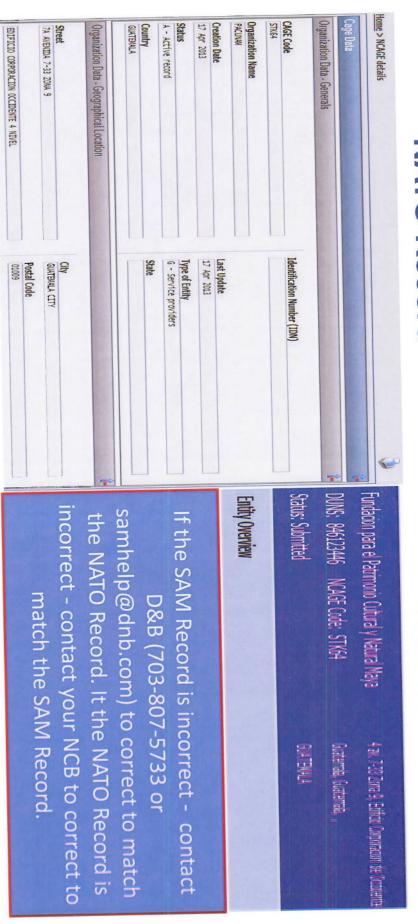




Your NATO record and D&B information must match EXACTLY.

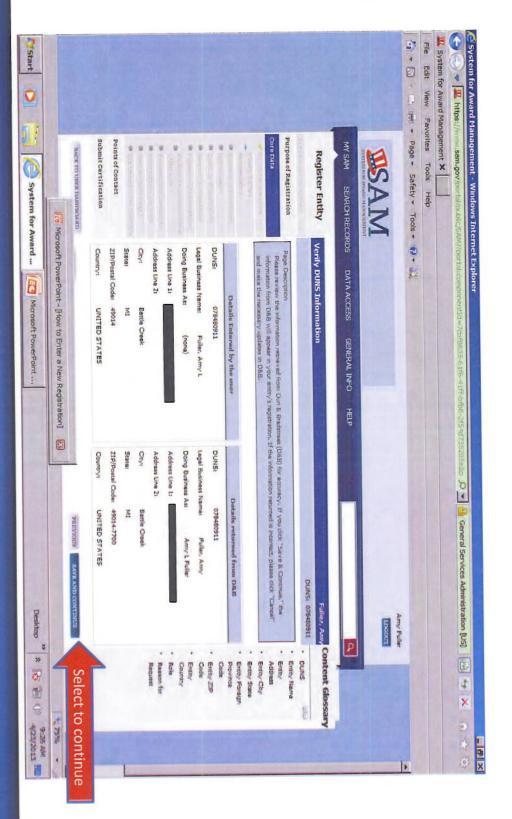
NATO Record

SAM Record

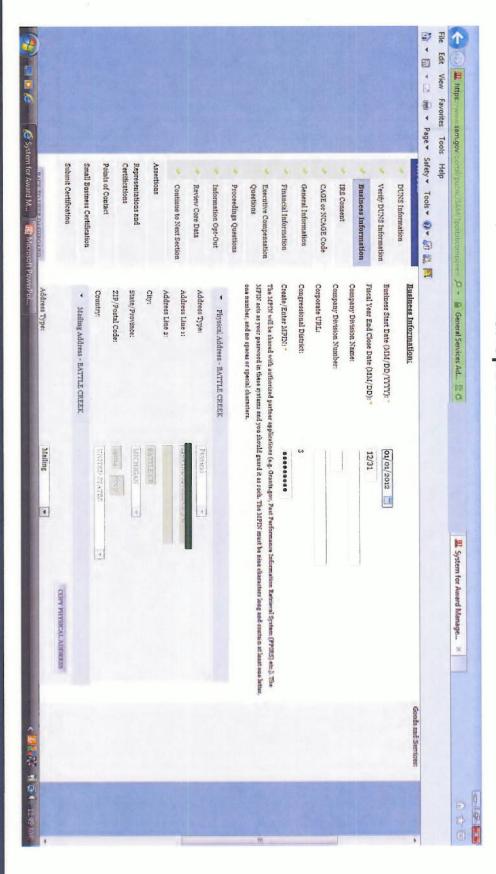




Continue on this page. If the information from D&B is incorrect If your information matches D&B you can select Save and you must contact D&B to correct before continuing.

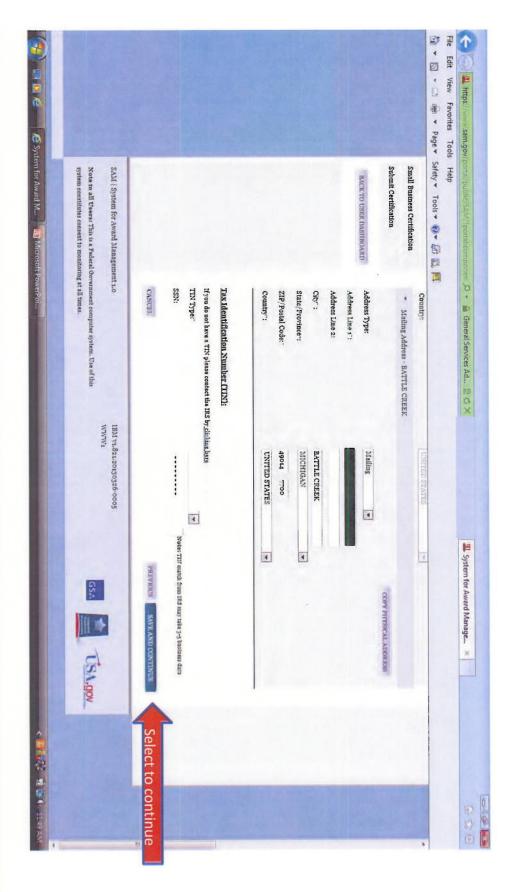


be nine characters long and contain at least one letter, one number, and no spaces your business information. You will create an MPIN on this page. The MPIN acts as your password in these systems and you should guard it as such. The MPIN must After the information from D&B has been confirmed you can continue entering or special characters.



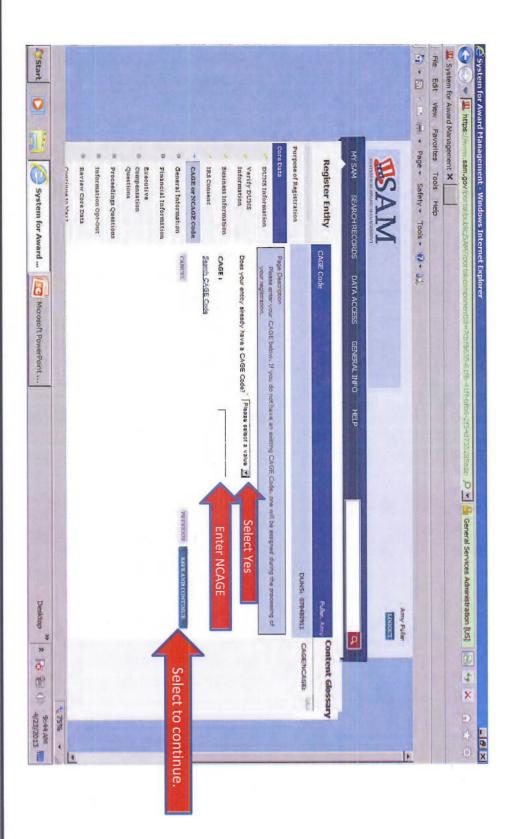


Continue. Your TIN Type and number are not required for After you enter all your information select Save and Foreign registrations. Leave these fields blank.



WARFIGHTER-FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

Select Yes and enter your NCAGE Code. Select Save and Continue.

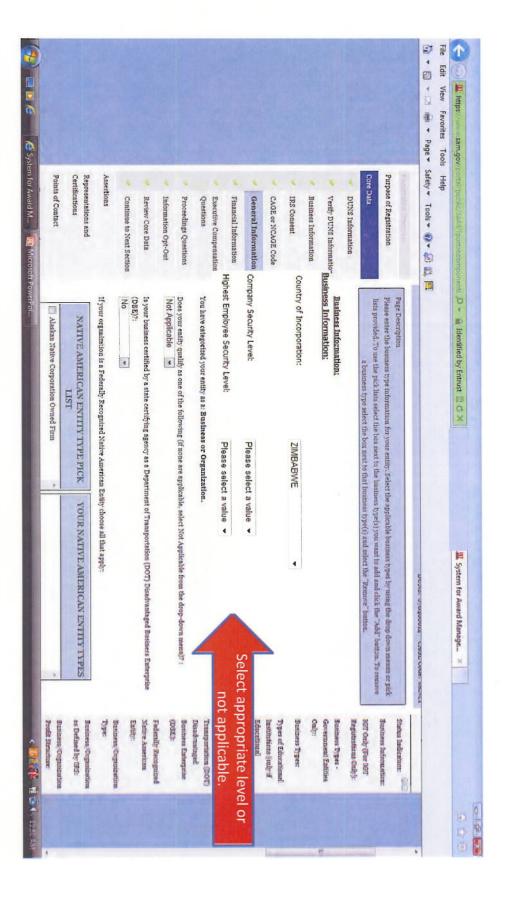


WARFIGHTER SUPPORT



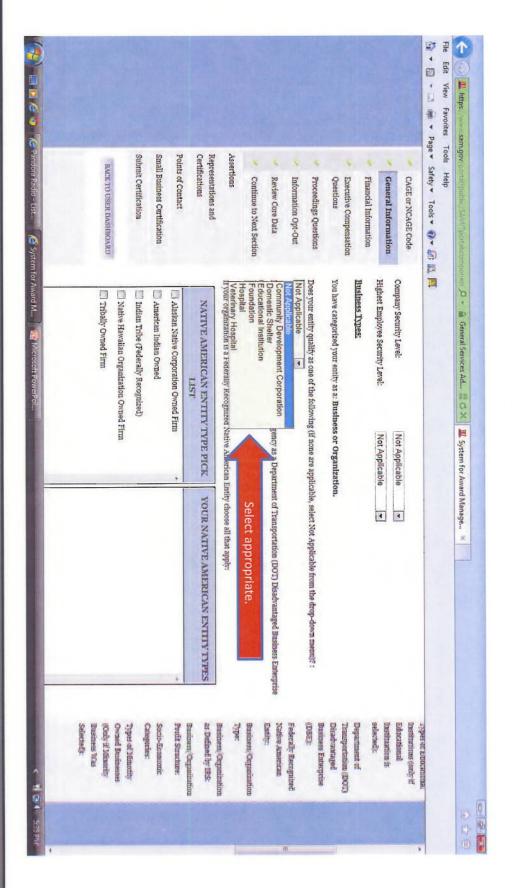
WARFIGHTER-FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

Company Security Level and Highest Employee levels must be selected.

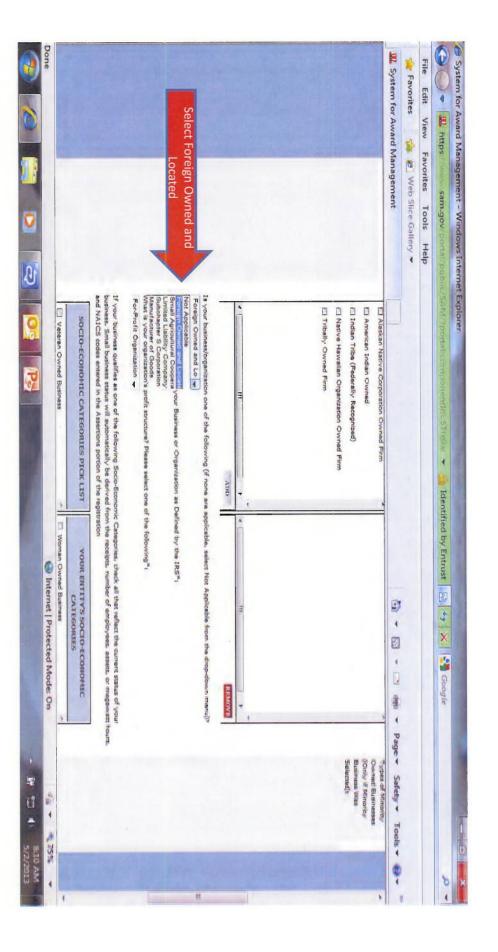




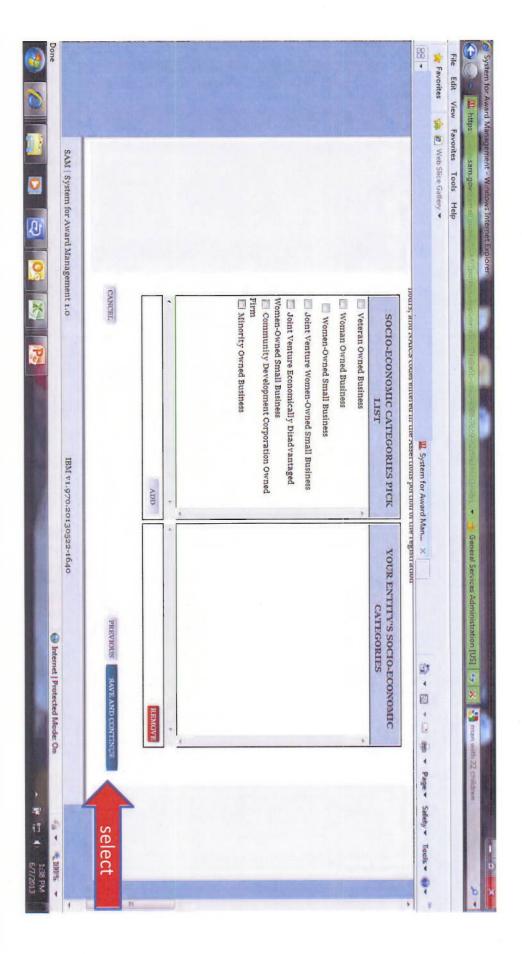
If your entity qualifies as one of the following select from the drop down menu. If none are applicable, select Not Applicable.



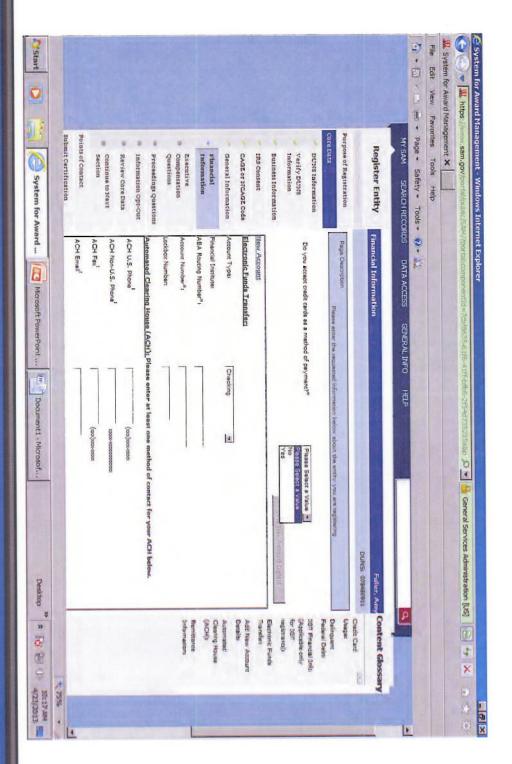
Select Foreign Owned and Located in the drop down menu.



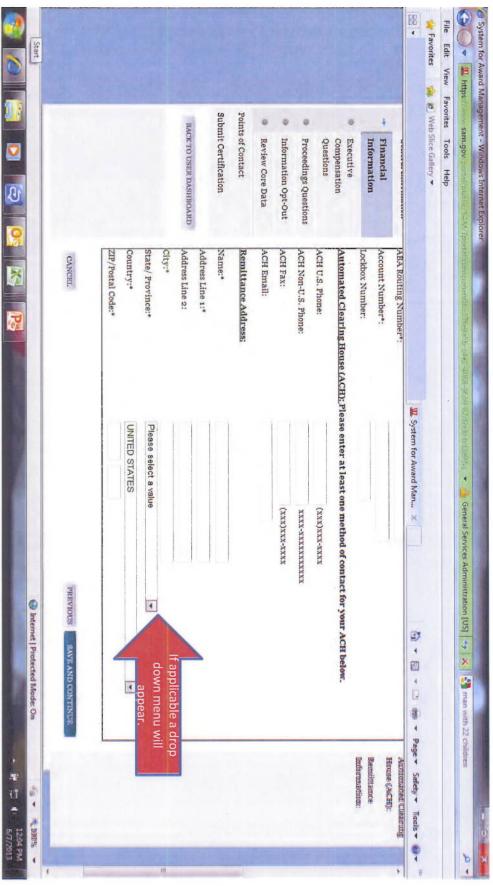
Socio-Economic Categories do not apply to Foreign Owned and Located Entities. Select Save and Continue.



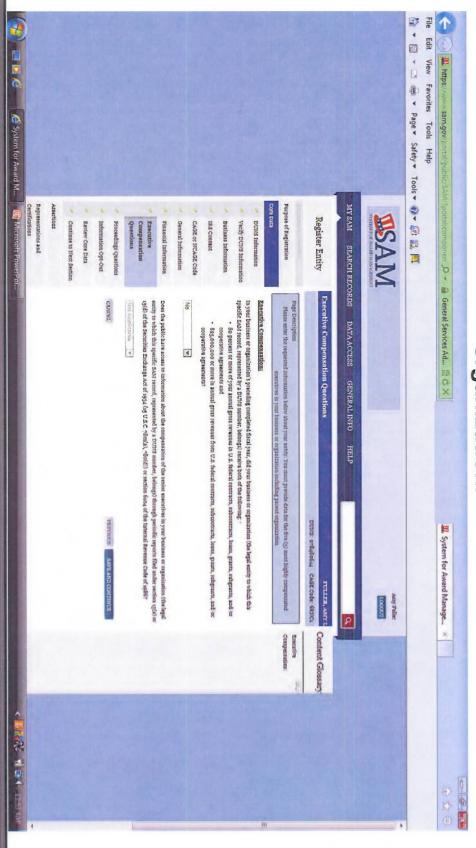
Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors. These sections should be left blank. Foreign vendors with US Banking information have the option to complete this section (only US ABA routing numbers and account numbers may be used).



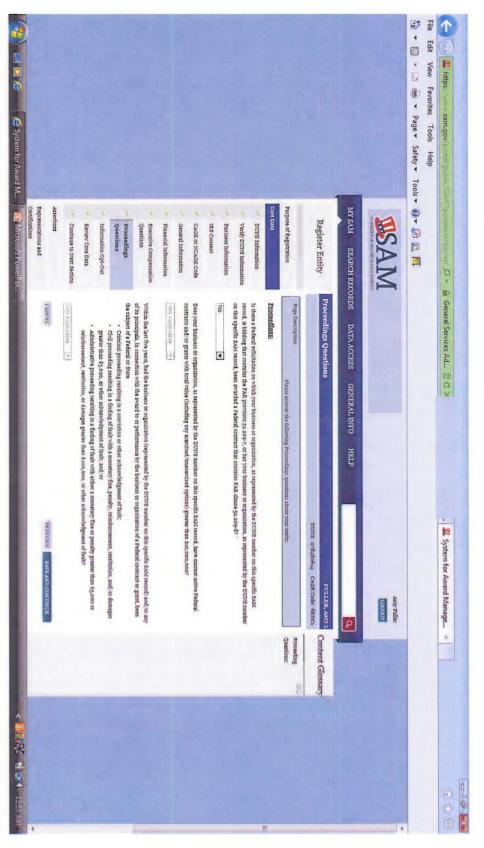
selection from the drop down menu. If not applicable you can leave blank. Select Save and Continue when this page is complete If your country has State/Province options you must make a Remittance Address is required.



and you can select save and continue. If you answer yes, you must also If you answer no to question 1 on this page, question 2 is not applicable answer question 2. If you answer yes to question 2 you must also then supply the names and salaries of the top five executives in your organization.

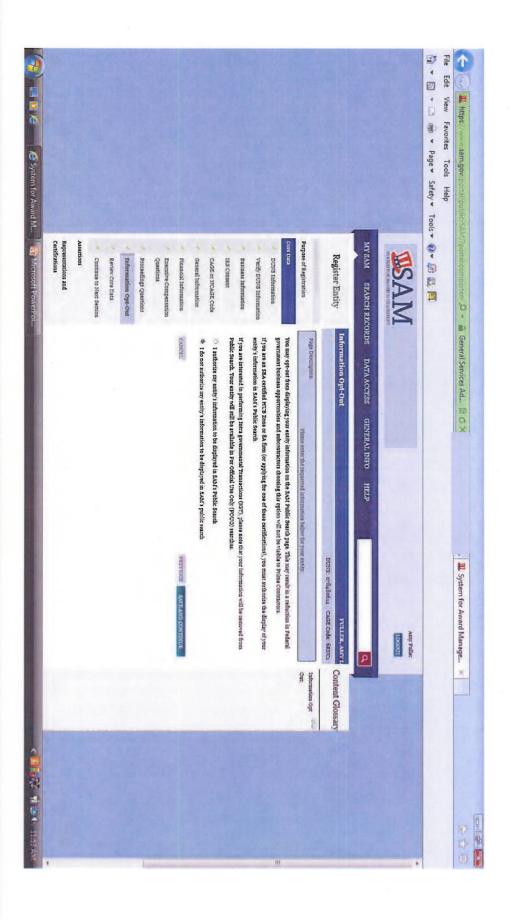


If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.

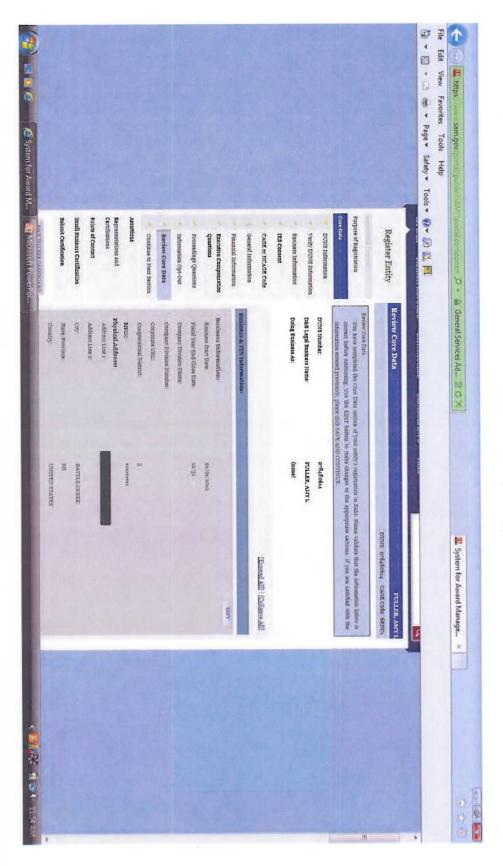




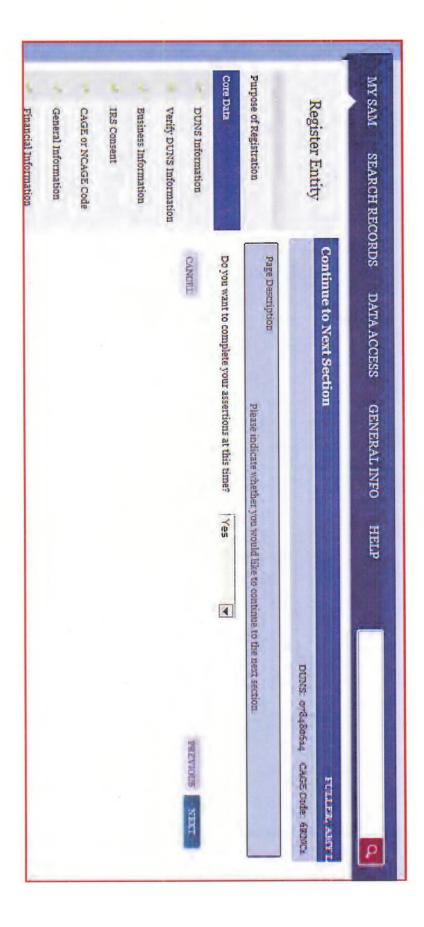
You may opt to not have your entity's information displayed publicly.



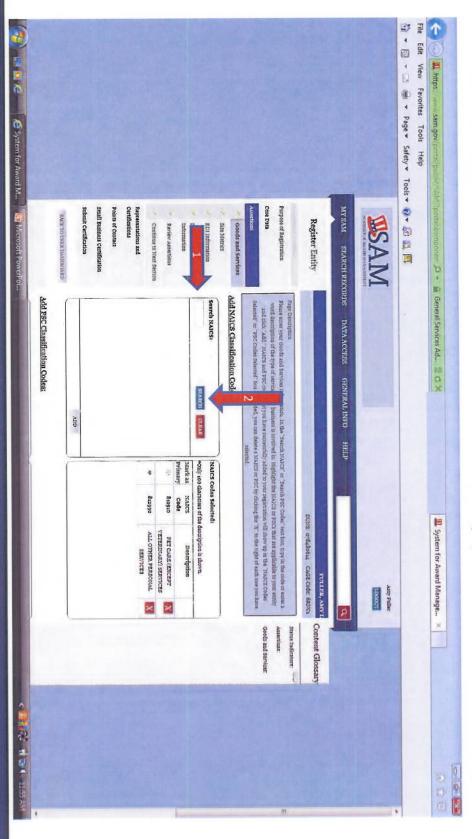
If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.



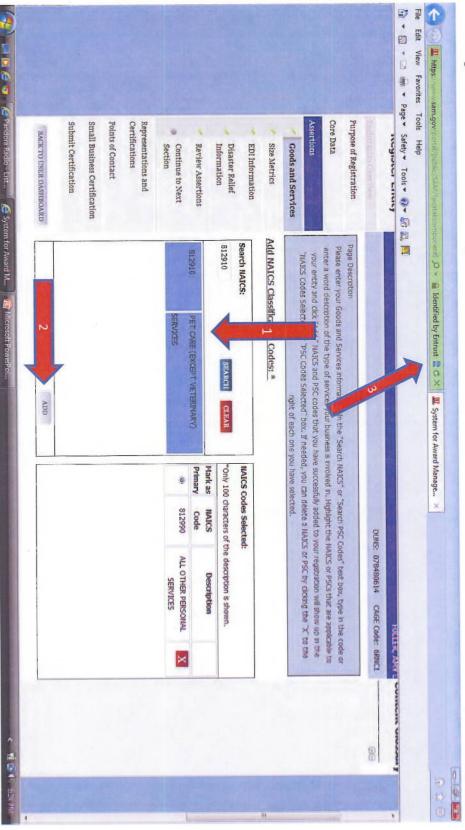
assertions and the Representations & Certifications sections of the registration. If you are applying for Grants or other Federal If you are doing Contracts you will be required to complete the Assistance only these sections are not required.



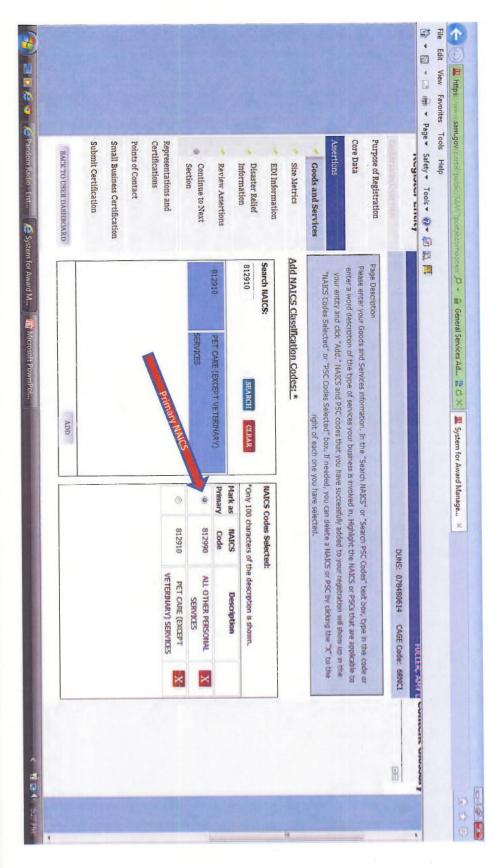
Your NAICS codes are used to describe what your company does. If you going to http://www.census.gov/eos/www/naics/ to search by Keywords. Only one NAICS is required to be entered in SAM. Once you find your do not know what your NAICS codes are you can search for them by NAICS enter it in the Search NAICS box (1) and click search (2)



of the box (2). If nothing happens when you try to search your NAICS you click on the description (1)to highlight it and then click add at the bottom When your NAICS and description populate in the box below the search may need to select your compatibility view button (3) and try again.

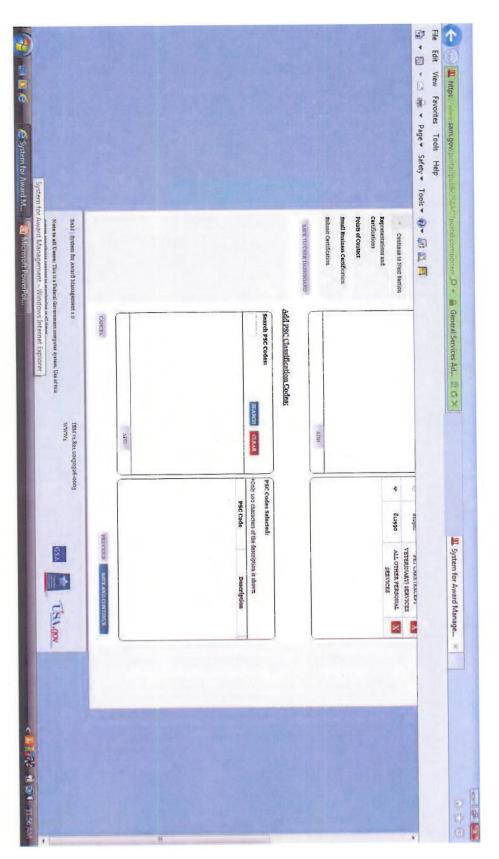


populate in the NAICS selected box on the right. You must select When you click the add button your NAICS information will one as your primary NAICS.



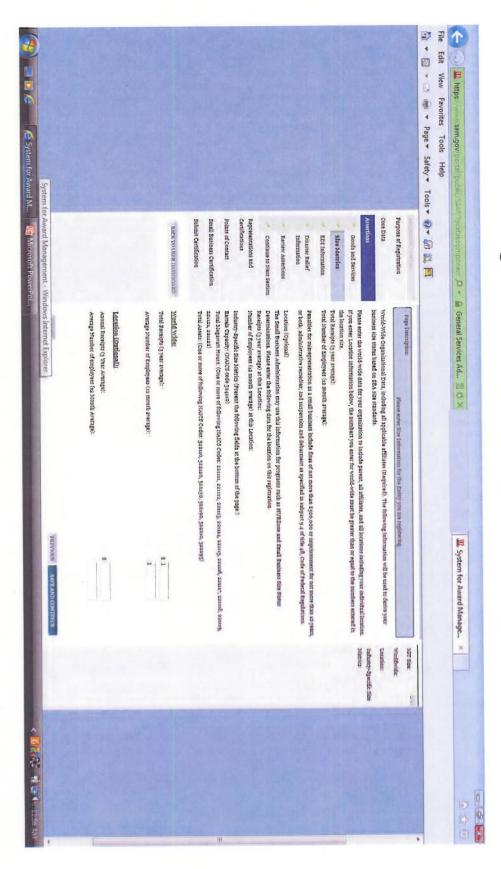
WARFIGHTER-FOCUSED, GLOBALLY RESPONSIVE, FISCALLY RESPONSIBLE SUPPLY CHAIN LEADERSHIP

PSC codes are optional. They can be added the same way as the NAICS.



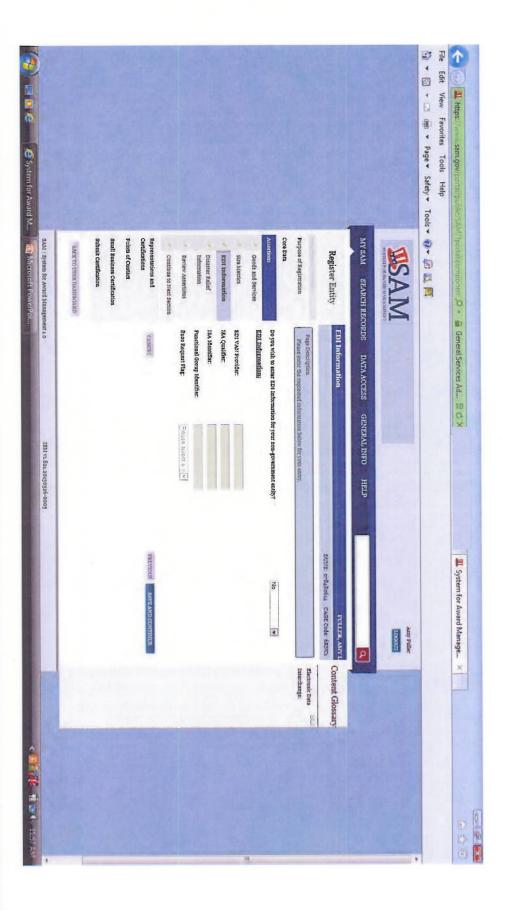


Receipts without punctuation-no decimals, commas, or dollar A valid dollar amount must be entered for your Total Annual sign. This is a three year average.

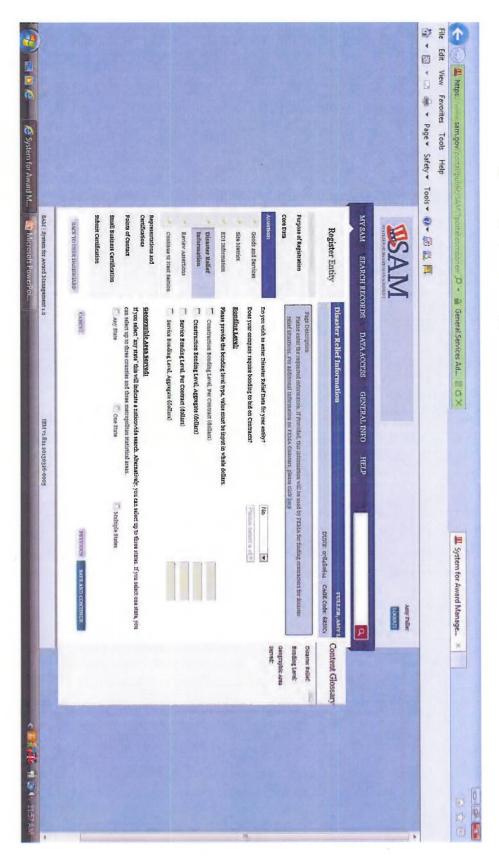




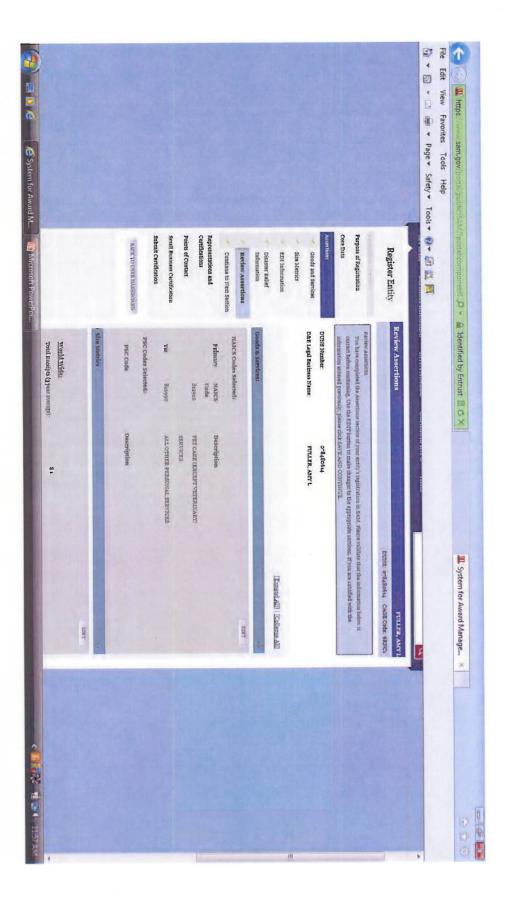
Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats.



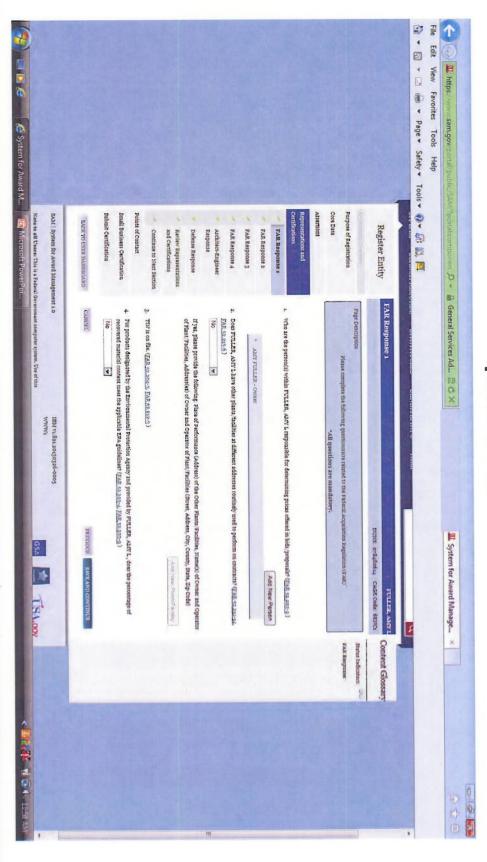
This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.



Review the information that you have entered and select save and continue at the bottom of the page.

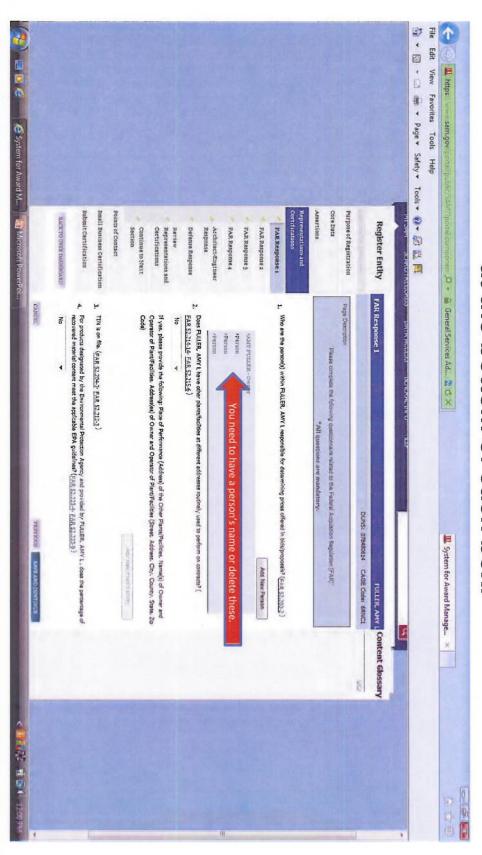


When attempting to add the name of the person listed in question 1 you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2.



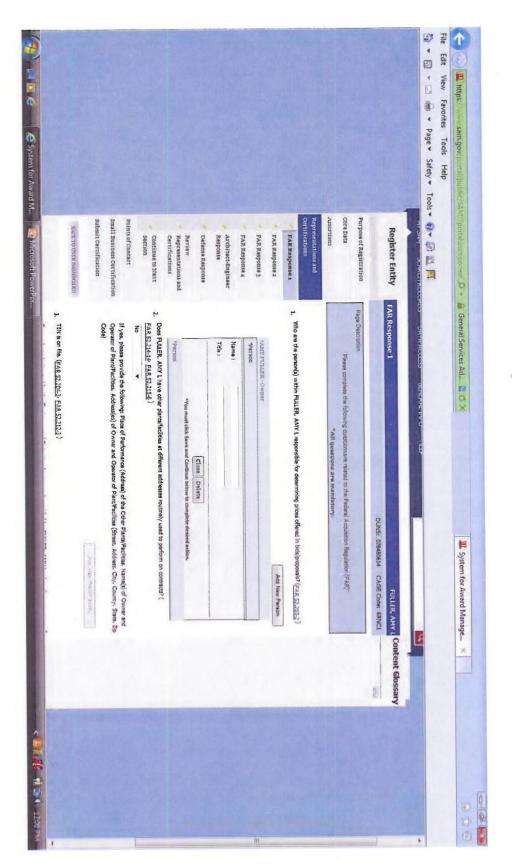


need to click on each one and either enter a person or click delete If you selected Add New Person and nothing happened, select the compatibility view button. If you see the word "person" you will at the bottom of each box.



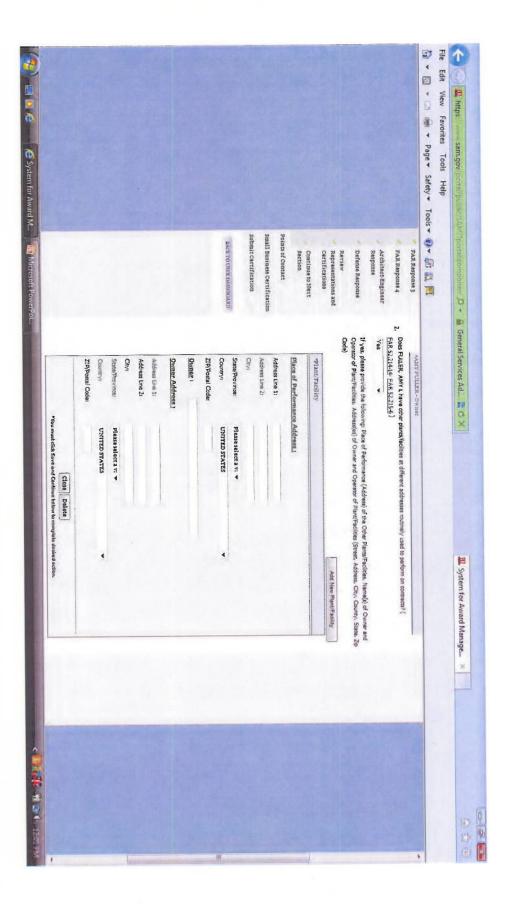


When you click on the word person a box will open. You can either add a person or click delete.



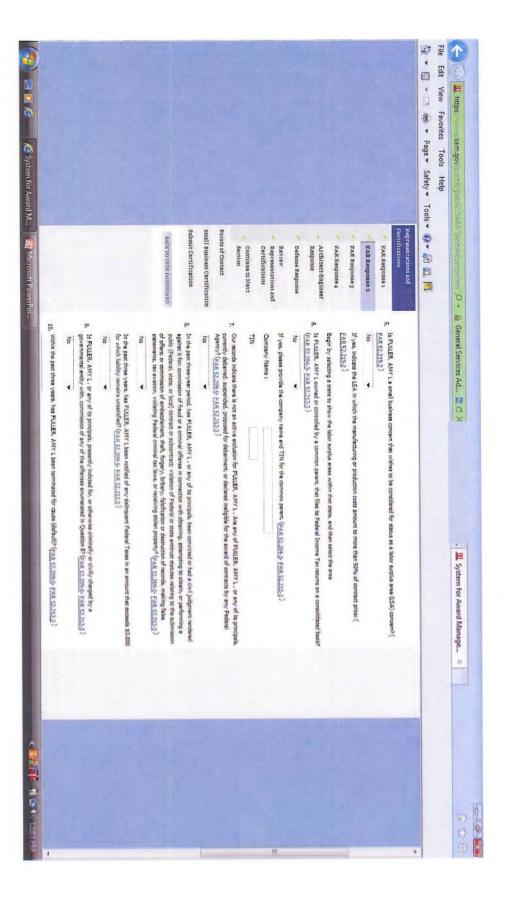


You can add plants at other locations in this box.



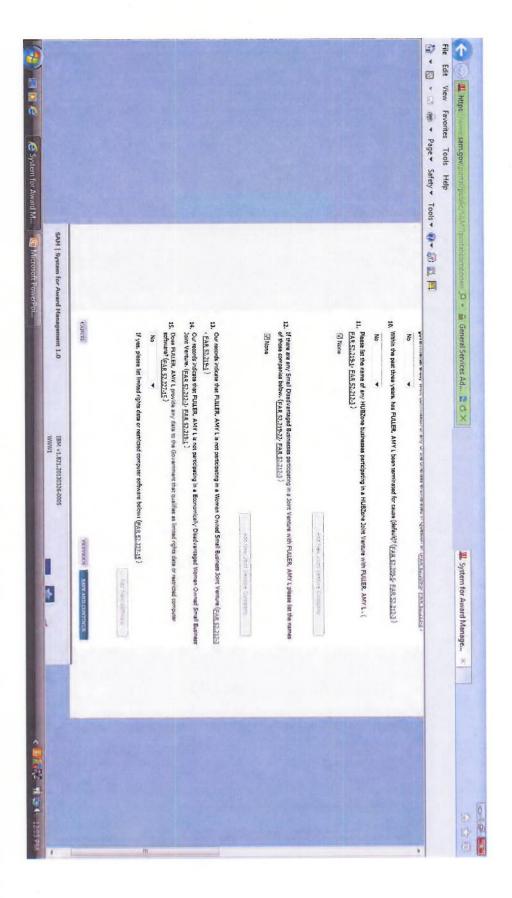


Make sure to answer every question as you go through this section.

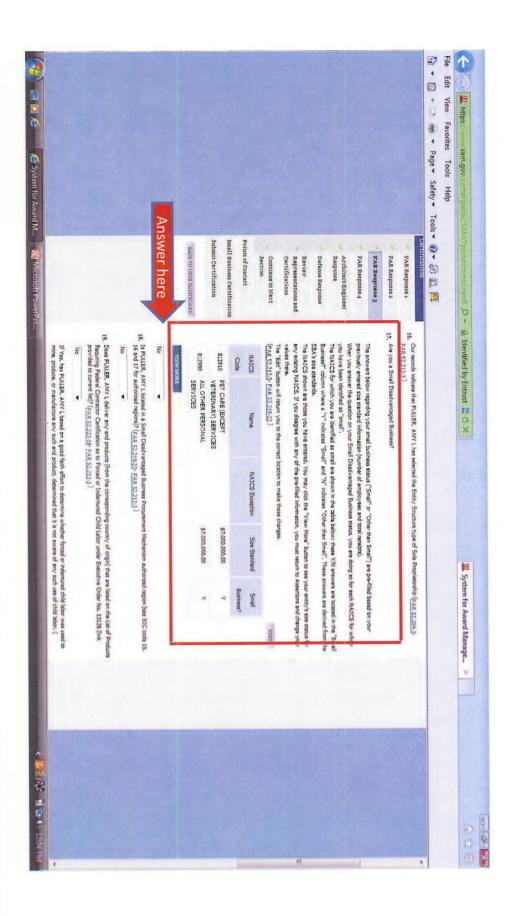




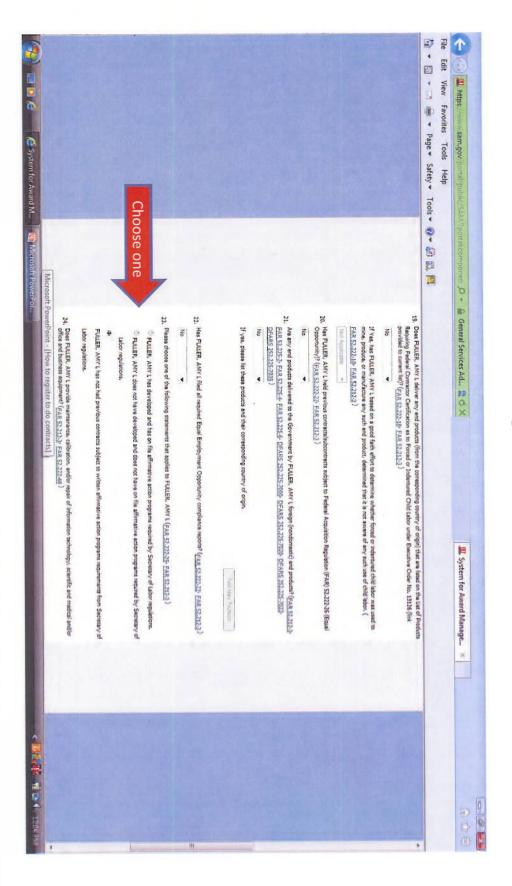
Make sure to answer every question as you go through this section.



Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.

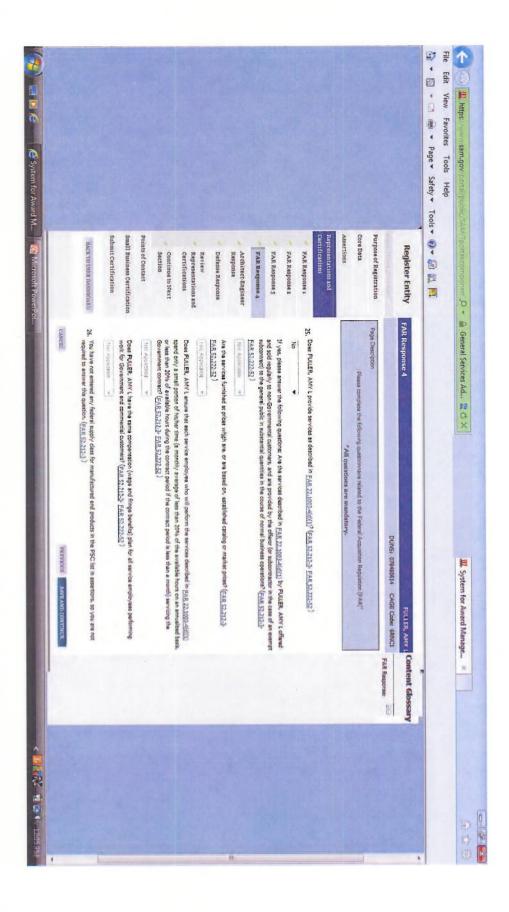


Another commonly missed question is number 23. Select one of the options.

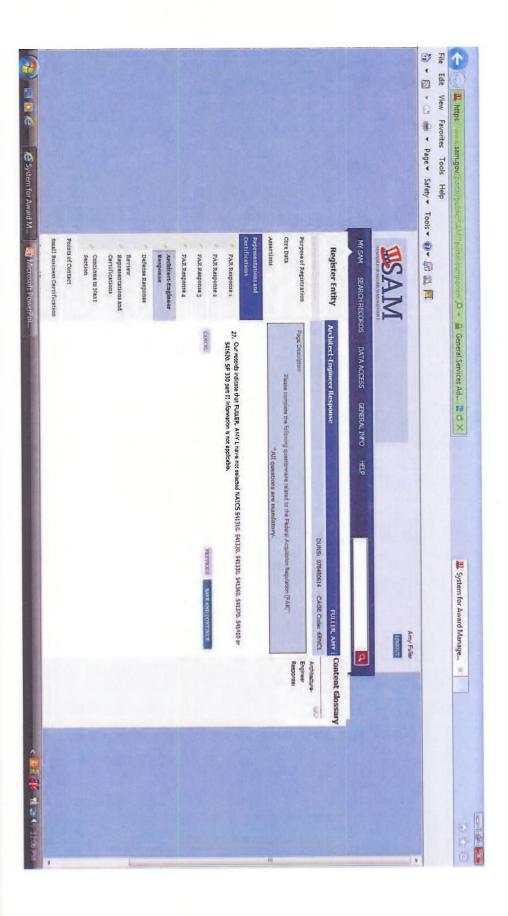




Make sure to answer every question as you go through this section.

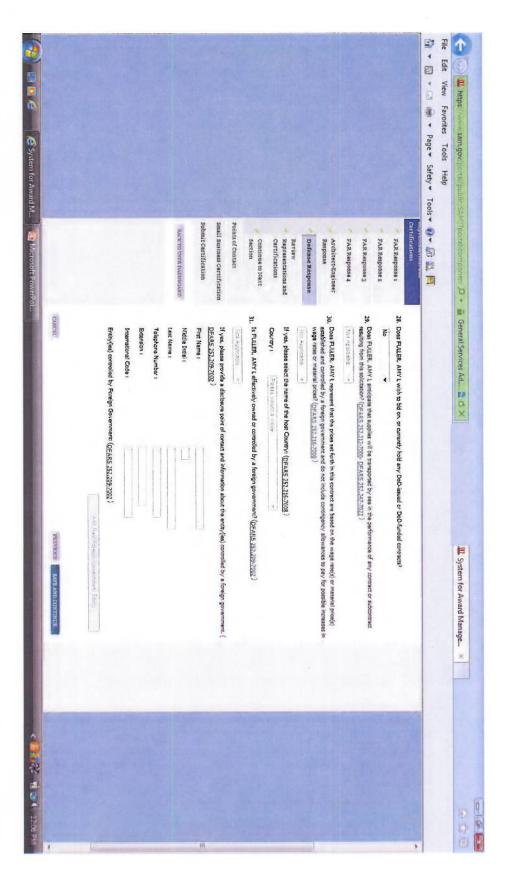


If you have not selected the NAICS listed you are not required to answer the Architect-Engineer Response questions.



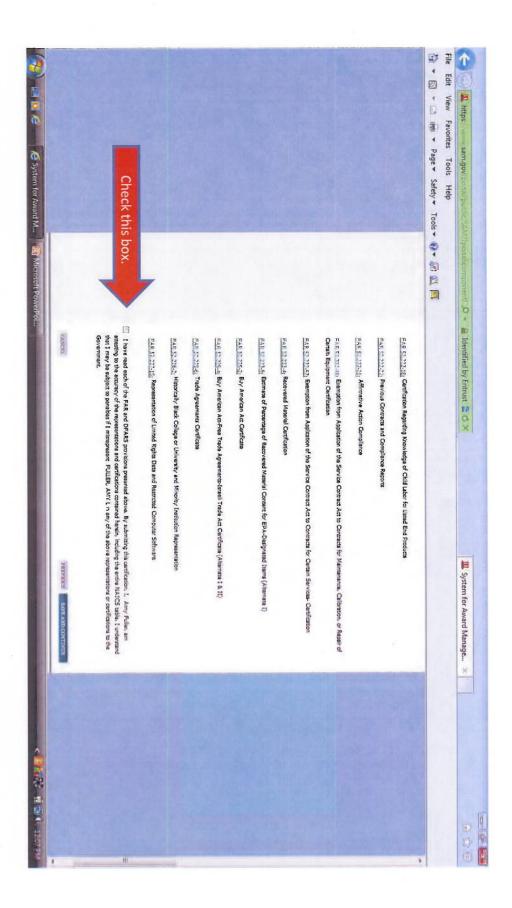


Make sure to answer every question as you go through this section.



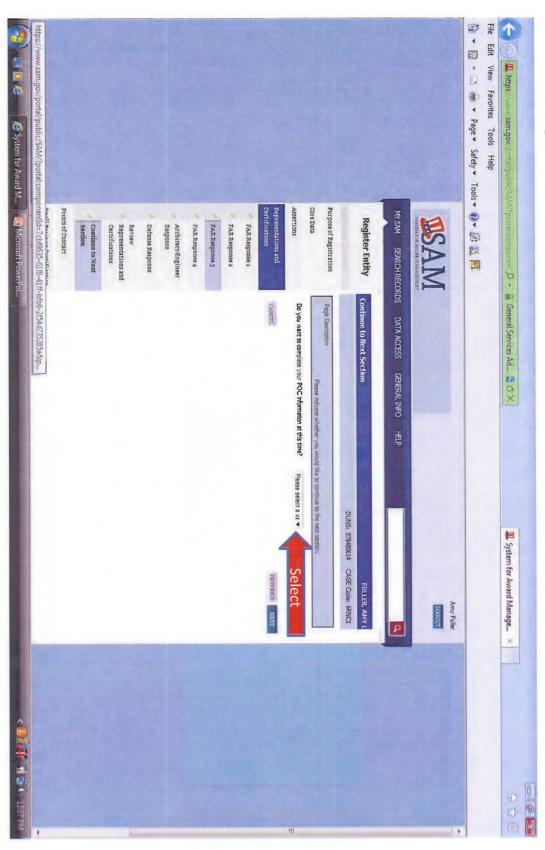


The box at the bottom of this page must be checked to continue.





Select yes in the drop down box to continue to the POC page.



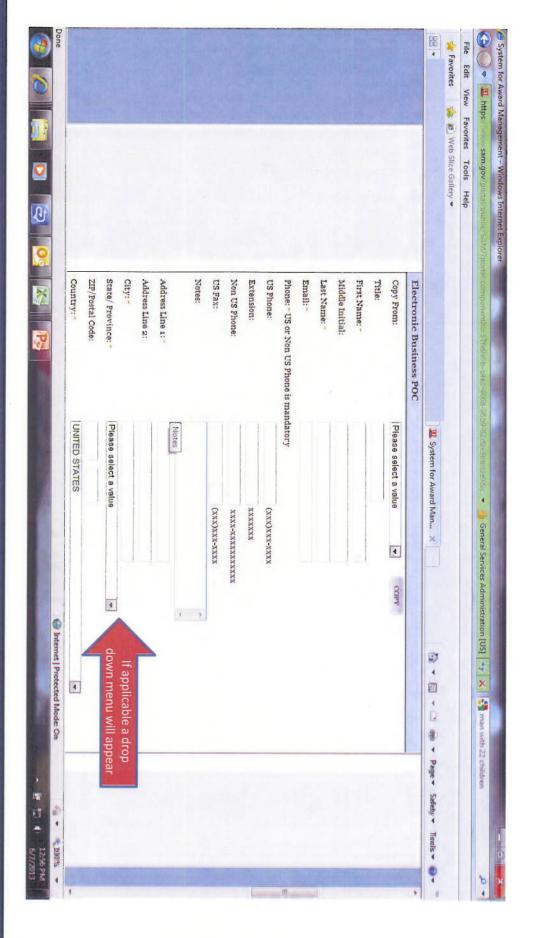
WARFIGHTER SUPPORT



note the format required for the Non-US phone (first four Enter Accounts Receivable POC information. Please numbers followed by a hyphen then the remaining numbers).

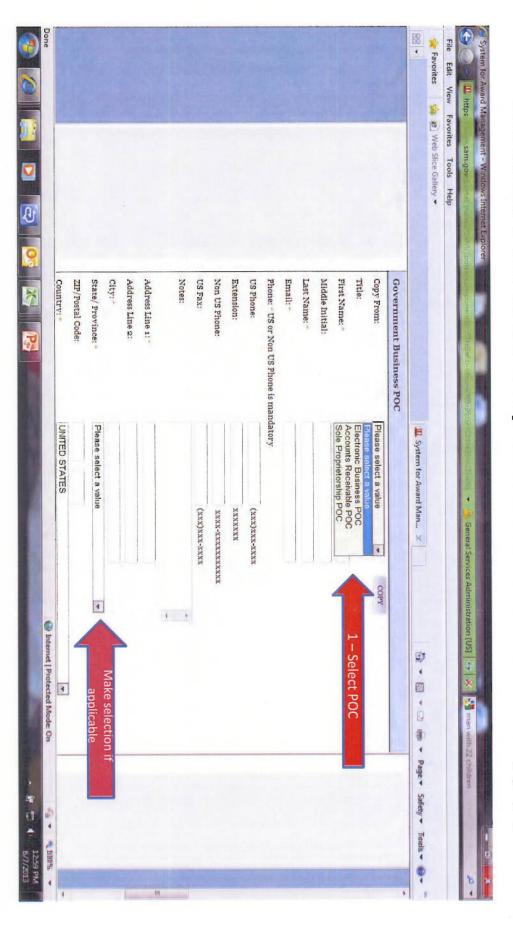
tion Fage Description Please enter the requested information below. Based on Please enter the requested information below. Based on POC Type* list has been filtered to provide you only the Mandatory First Name: Middle Initial: Last Name: Exasil: Phone: US Phone: Extension: Non US Phone: US Fax: Notes: Electronic Business POC											SACKTO	Submit Certification	- POC	Points of Contact	Purpose of Registration Core Data	88	File Edit View Favorites Tools Help	→ II https:// sam.gov
The requested information below. Based on it has been filtered to provide you only the Mandatory Pon US Phone is mandatory.	Electronic	Notes	USFAC	Non US Phone	Extension	US Phone:	Phone: US or	Eroali:	Lat Name:	Middle Initial			Details	ntact	73		allegy *	Rent Dydding Mary portal proposed to
	Business POC		XXXX-XXX(XXX)	NETHER STREET	AXXXXX	XXXX-XXX(XXX)	Nen US Phone to mandatory					tecelvable POC		Mandatory Points of Contact	on the requested information below. Based on your answers provi list has been filtered to provide you only the required POC Type			STREAMS - Edit - 1002 - OCUPATION - STREAMS General Services Administration (US)

Make sure to enter the first and last name in the proper boxes. This MUST be a person's name individual's name. If your country has State/Province options you must make a selection from not a title or company name. The registration process will not be completed without a valid the drop down menu. If not applicable you can leave blank.

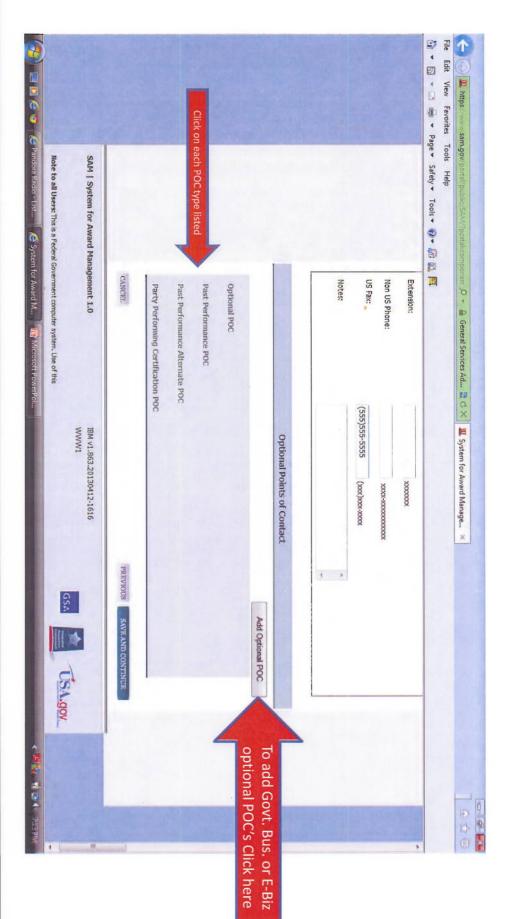




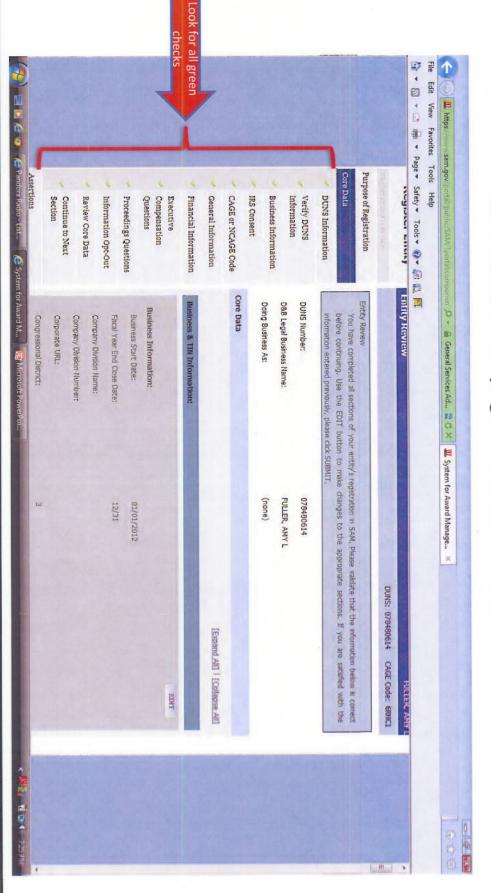
If you are entering the same information as you entered in your Electronic Business POC you can select copy from Electronic Business POC in the drop down box and click on copy (1)



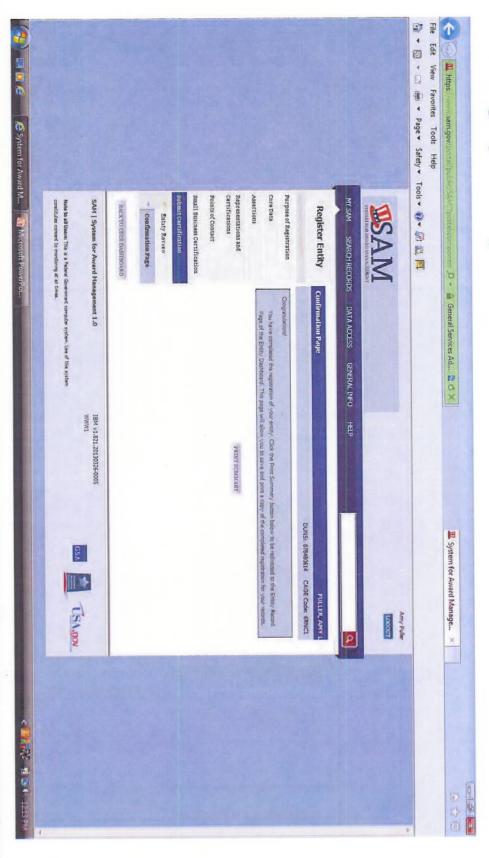
The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on Add Optional POC if you wish to enter additional POC's other than those listed in the grey box.



You can expand each of the tabs in the navigation menu to make sure every page return to that section. If you have green checks on every section you can scroll to green checks, grey dots or a red x. The red x or grey dot means that you need to is complete. If you click on each section, the tab expands and you will see either the bottom of the page and select the submit button.



the congratulations page. If you do not, you will need to go back After you select the submit button you need to make sure to get through your registration and select the submit button again.



page you can confirm the status of your registration. If it still says If you click on the print summary button on the congratulations work in progress it was not successfully submitted. If is says pending CAGE validation you have successfully submitted.

